

Terms and Conditions for SWAT Program and the online SWAT Scheduler

- SWAT students are University of Oklahoma Student Employees and should be treated as such. All rules regarding part time student employees in the Staff Handbook apply.
- Each SWAT reservation cannot last longer than three weeks; however there is no limit to how many reservations a department can make.
- Although the FEd loosely monitors SWAT reservations and the SWAT Scheduler, we do not contact or remind students of reservations. The SWAT Scheduler will send emails, however the department is encouraged to call and verify reservations after using the system.
- SWAT students maintain their availability in the SWAT Scheduler and are expected to update it as their availability changes.
- Not showing up for a reservation can result in immediate termination of the SWAT student.
- SWAT students are required to complete a timesheet found at <http://financialed.ou.edu/docs/Timesheet.pdf> for each week that they work.
- Signed timesheets should be submitted to the job supervisor at the end of each week. The supervisor should then sign the timesheet and submit it to the FEd via fax.
- All jobs must be located within walking distance of the Norman campus.
- The Terms and Conditions for the SWAT Program and the online SWAT Scheduler are subject to change at any time.